

**From:** Nawn, Kathleen (DPH)  
**Sent:** Wednesday, April 25, 2012 7:48 AM  
**To:** Han, Linda (DPH); Caloggero, Dina (DPH)  
**Subject:** Final document- Select Agent IR Plan,SA005 2012 review and revision  
**Attachments:** SA005 SOPv2 IncidentResponse 20120501.doc

Dear Dr. Han-  
Please use the attached SOP SA 005 word document to do any further/future revisions and annual reviews.  
I've made fixes to all the pages #s, typos, headers and footers, attachments, approval signature and revision pages  
that I described to you in my email of 4/20/12.

I printed this version and signed it as you requested.  
The collectively signed hard copy is in your in-basket (sans Jay Mitchell's).

This word doc is posted for you at  
Q:\RESOURCES\ISAROISAT\SOPISA005\SOP SA005\SA005 SOPv2 IncidentResponse 20120501.doc

Please post the scanned document on the P and Q directories.

Let me know if I can assist you further to prepare such documents.  
Sincerely.....kathy

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**From:** Nawn, Kathleen (DPH)  
**Sent:** Friday, April 20, 2012 3:56 PM  
**To:** Han, Linda (DPH)  
**Cc:** Caloggero, Dina (DPH)  
**Subject:** RE: BLS Select Agent IR Plan, minor revision and 2012 annual review

Dear Dr. Han-  
Thank you for providing me with the opportunity to view our SAP Incident Response Plan SOP  
after I brought this concern to your attention, today (4/20/12),  
I would appreciate being added to the signatories on page 38 as your ARO.

We also discussed the appropriateness of having the RO, 2 AROs and the 3 Pls as primary  
signatories on the five SA Program SOPs along with the Division Directors.

I've attached your draft document "....DRAFT 081711.doc" with the minor revisions and the 2012 annual review,  
I've made the following improvements:

1. page 1, updated page numbers on table of contents
2. page 38, updated the Approval Signatures to reflect
  - your date 5/1/2012 of the minor revisions, listed items and the 2012 annual review
  - organized the SAP officials and non-SA officials for signature
3. page 39 updated 5/1/2012 revision listing.

I used the e-file naming with your revision date ".....20120501.doc"

I've posted this document and the "...DRAFT 081711.doc" you sent me to:  
Q:\RESOURCES\ISAROISAT\SOPISA005\SOP SA005

Please let me know, if I can assist you further.  
Sincerely.....kathy

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**From:** Han, Linda (DPH)  
**Sent:** Friday, April 20, 2012 2:20 PM  
**To:** Nawn, Kathleen (DPH)  
**Subject:** FW: BLS Select Agent Incident Response Plan, annual revisions

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**From:** Han, Linda (DPH)  
**Sent:** Friday, April 13, 2012 4:33 PM  
**To:** Nassif, Julianne (DPH); Caloggero, Dina (DPH); Smole, Sandra (DPH); Stiles, Tracy (DPH); Gauthier, Cheryl (DPH); Hennigan, Scott (DPH); Konomi, Raimond (DPH); Mitchell, Jay (DPH); Raimond, Konomi (DPH)  
**Subject:** BLS Select Agent Incident Response Plan, annual revisions

Hi everyone:  
As you know, all Select Agent program SOPs need to be revised annually. Attached is a copy of the revised incident response plan. The 3 major changes are highlighted and listed below. Most of the other changes are on the contacts list in attachment 1.

- a. **Earthquake:** ([www.fema.gov](http://www.fema.gov)) if indoors:
- 1) DROP to the ground, take COVER by getting under a sturdy table or other piece of furniture, and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - 2) Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
  - 3) Use a doorway for shelter only if it is close proximity to you and if you know it is a strongly supported, loadbearing doorway.
  - 4) Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
  - 5) Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
  - 6) DO NOT use the elevators.
- d. **Active shooter** ([www.training.fema.gov](http://www.training.fema.gov)): If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- 1) Your hiding place should be out of the active shooter's view; provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place, lock the door, blockade the door with heavy furniture.
  - 2) If the active shooter is nearby - Lock the door. Silence your cell phone and/or pager. Turn off any source of noise (i.e., radios, televisions). Hide behind large items (i.e., cabinets, desks). Remain quiet. If you cannot speak, leave the line open and allow the dispatcher to listen.
- b. **Power Outage**
- 1) If possible, call UMMS-FM or Security at 5911.
  - 2) If you are in an unlighted area, proceed cautiously to an area that has lighting. Provide assistance to others in your area that may be unfamiliar with the space.
  - 3) If instructed to evacuate, proceed cautiously to the nearest exit.
  - 4) If working in a BSC, immediately close the sash (with the exception of the hard-ducted Class II B2 BSC's in room 404B and 712B). Then evacuate the room.
  - 5) For the hard-ducted BSC's in room 404B or 712B, close the sash only if the BSC alarms, indicating decreased face velocity. Then evacuate the room.
  - 6) If at any time the suite alarm sounds, this means that there is exhaust failure (i.e. the static pressure generated by any of the exhaust fans falls below some predetermined value). If this happens, the supply fans will automatically shut off, so as to avoid positive pressure in the room. If work is being done in the BSC (hard-ducted or not) at the time, then staff should shut the BSC sash, exit the laboratory, and contact facilities.

Please take a look at the edits and let me know by next week if you have any changes to suggest. I will send a hard copy around for signature next the following week for your signatures.  
Thanks,  
Linda